

## **PUBLIC NOTICE**

**NOTICE:** PN-98-NN-76-43-012  
**OPENS:** 4-20-98

**NUMBER OF POSITIONS:** 1  
**CLOSES:** 5-26-98

**ORGANIZATION:** Office of Nonproliferation and National Security, Office of Arms Control and Nonproliferation, Nuclear Transfer and Supplier Policy Division  
**WHO MAY APPLY:** Nationwide (All Sources)

**POSITION:** Foreign Affairs Specialist, GS-130-11

**PROMOTION POTENTIAL:** GS-12

**SALARY:** \*\$39,270 - \$51,049 per annum

**LOCATION:** Washington, D.C.

\*Salary includes 7.27% locality-based adjustment for the Washington-Baltimore area (DC-MD-VA-WV-St. Mary's County, MD). Newly-appointed supervisors/managers must serve a one-year probationary period.

**DUTIES AND RESPONSIBILITIES:** The Office of Arms Control and Nonproliferation supports the development and implementation of U.S. national security and foreign policy in the areas of arms control and nonproliferation. Incumbent conducts complex studies and analyses in assigned regional areas to assess policies concerning the export and control of U.S. nuclear technology with respect to the strategic impact of proposed activities in the development of foreign nuclear programs. Reviews and analyzes data concerning conditions which affect the U.S. nuclear nonproliferation policy and national security interests relative to export of equipment, technology, and nuclear and energy related material. Reviews Nuclear Regulatory Commission export license applications to determine negative impact on U.S. interest and ensures their compliance with regulatory and legal restrictions. Analyzes and recommends the DOE position on requests from U.S. industry and private citizens to participate in unclassified foreign nuclear activities, ensuring compliance with DOE statutory provisions and nonproliferation and national security objectives. Participates in internal and interagency meetings concerning export controls. Provides advice and assistance to other DOE activities on foreign relations aspects of DOE export policies, requirements, and procedures.

### **QUALIFICATION REQUIREMENTS:**

**BASIC REQUIREMENTS:** Candidates must show successful completion of the requirements described in either A, B, or C: (A) A full four-year course of study in an accredited college or university leading to a bachelor's or equivalent, or a combination of courses totaling at least 24 semester hours, in international law and international relations, political science, economics, history, sociology, geography, social or cultural anthropology, law, statistics, or in the humanities; or 12 semester hours in one of the above disciplines and 12 semester hours in statistics/quantitative methods; OR (B) combination of education and experience: courses equivalent to a major, or a combination of related courses totaling at least 24 semester hours, as shown in (A) above, plus appropriate experience or additional education; OR (C) four years of appropriate experience in one or more of the fields listed above in work associated with international organizations, problems, or other aspects of foreign affairs.

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**SPECIALIZED EXPERIENCE:** In addition to the above, applicants must have one year of specialized experience that is directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of that position. To be creditable, specialized experience must have been at least equivalent to the next lower grade level in the Federal Service for the normal line of progression for the occupation in the organization. All qualifications and legal requirements, including time in grade, must be met within 30 calendar days of the closing date of this announcement. **The Selective Placement Factor must be met to receive further consideration for this vacancy.**

**SELECTIVE PLACEMENT FACTOR:** Knowledge of international cooperation exchange agreements, the Nuclear Nonproliferation Treaty, the Nuclear Suppliers Group, and the Zangger Committee.

**RANKING FACTORS:** Applicants who meet the qualification requirements will be further evaluated to determine the extent to which their education, work-related experience, training, awards, and supervisory appraisals indicate they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics required to perform the duties and responsibilities of the position. All of the factors listed below will be used in the evaluation process.

1. Knowledge of U.S. policies relative to controls on the export of nuclear and energy-related technologies, materials, and equipment.
2. Knowledge of significant technologies and related policies, procedures, and organizations involved in the control of nuclear exports to foreign countries.
3. Skill in analyzing problems, devising solutions, making and presenting decisions, and gaining acceptance of recommendations.
4. Ability to establish working relationships with individuals from various internal and external organizations including those with opposing or conflicting viewpoints.
5. Ability to develop written materials and make oral presentations to diversified groups in a clear fashion in order to facilitate export policy.

**APPLICANT PROCEDURES:** The following **must be submitted** or the applicant will not be considered: (1) a completed application or resume, and/or an Optional Form 612, "Optional Application for Federal Employment" (please refer to the attachment which explains Headquarters Application Information Requirements); if a resume does not contain the required information, it may be supplemented by using OF 612 or by providing the information on bond paper; (2) the most recent performance appraisal of record, preferably completed within the last year, or a statement as to why one is not enclosed; (3) if you are a current Federal employee or reinstatement-eligible, a copy of your latest SF-50, "Notification of Personnel Action," which documents your competitive status and tenure; (4) a statement of your knowledge, skills, and abilities as they relate to the ranking factors. Applications submitted in response to this announcement become the property of the personnel office and are not returnable. Send application materials to:

U.S. Department of Energy  
 HR-352, Room F-125  
 19901 Germantown Road  
 Germantown, Maryland 20874  
 ATTN: Sharon P. Weaver  
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\*\*\*Your application or resume must be postmarked or received no later than the closing date of the Notice. \*\*\*All status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. \*\*\*DOE supports the policy of restricting smoking in all Federal facilities. Smoking (cigarettes only) is permitted in designated smoking areas. \*\*\*Certain veterans and people with disabilities may be considered under a special authority without regard to the area of consideration identified above. Please indicate on your application or resume if you are in one of these categories. \*\*\*U.S. Citizenship is required. \*\*\* The Department of Energy is an Equal Opportunity Employer.

# U.S. Department of Energy Headquarters

## Application Information Requirements

Since December 31, 1994, the Federal Government has not required a standard application form for most jobs. However, certain information is needed to evaluate your qualifications and to determine if you meet legal requirements for Federal employment. Here's what your resume' or application must contain (in addition to any specific information requested in the vacancy announcement).

### VACANCY INFORMATION

Announcement number, and title and grade(s) of the job for which you are applying.

### PERSONAL INFORMATION

Full name, mailing address (with zip code) and day and evening phone numbers (with area code).

Social Security Number.

Country of citizenship. (Most Federal jobs require United States citizenship.)

Veterans' preference.

Reinstatement eligibility. (If requested in the announcement, attach SF50 proof of your career or career-conditional status.)

Highest Federal civilian grade held. (Also give job series and dates held.)

### EDUCATION

High school name, city, and state (zip code if known).

- Date of diploma or General Equivalency Degree.

College or university name, city, and state (zip code if known).

- Majors, type and year of any degree received. (If no degree, show total credits earned and indicate whether semester or quarter hours.)
- Send a copy of your college transcript only if it is requested on the vacancy announcement.

### WORK EXPERIENCE

Give the following information for your paid and non-paid work experience related to the job for which you are applying. Do not send job descriptions.

- Job title (include series and grade if Federal job).
- Duties and accomplishments.
- Employer's name and address.
- Supervisor's name and phone number.
- Starting and ending dates of employment (month and year).
- Hours worked per week.
- Salary.

Indicate if your current supervisor may be contacted.

### OTHER QUALIFICATIONS

**Job-related** training courses (title and year of each).

**Job-related** skills; for example, other languages, computer software or hardware skills, operating knowledge of tools and machinery, typing speed.

**Job-related** honors, awards, and special accomplishments; for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Provide dates but do not send documents unless requested.)